



## *Weare Public Library*

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## *Board of Trustees*

Raymond J. Kelly, Chairman

Susan Morin, Treasurer

Terri Wahnowsky, Secretary

Paul Marsh, Alternate

Jill Tacy, Alternate

Christine Hague, Director

### Board of Trustees Meeting Minutes Thursday, October 1, 2009

**Present:** Susan Morin and Terri Wahnowsky, Trustees; Paul Marsh, Alternate Trustee; Christine Hague, Director.

The meeting was called to order at 6:34 p.m.

#### **Acceptance of Minutes:**

Treas. Morin moved to accept the minutes of the September 3, 2009 meeting, Alt. Marsh seconded and all were in favor.

#### **Public Hearing:**

None.

#### **Reports:**

##### **Director's Report**

Secy. Wahnowsky asked what Karen Metcalf thought of the workshop sponsored by Neline. Dir. Hague reported that Karen thought it was a good overview of cataloging. She has enrolled in a more extensive cataloging course offered at the Antrim Library in October and November. Treas. Morin had questions regarding masonry and window painting that are answered in the 2009 Capital Improvements section below. Secy. Wahnowsky moved to accept the Director's Report, Treas. Morin seconded, all were in favor.

##### **Trustees' Report**

Treas. Morin presented the Financial Report on Special Accounts. As of September 30, 2009, the Books/Fax Account balance was \$3148.82; the Trust Account balance was \$10,841.27; the Flanders CD was about \$1100; the Money Market balance was \$9,040.01; and Mobil Stocks were at \$76,065. Secy. Wahnowsky moved to accept the Financial Report, Alt. Marsh seconded, all were in favor.

#### **Old Business:**

##### **Evaluations**

The town has asked its departments to do personnel reviews and then to budget raises based on those reviews. Library employees were reviewed in April and Dir. Hague asked the Trustees if she should redo them now. The Trustees agreed that the evaluations done in April will suffice for now. In 2010 and beyond, Library staff members will receive reviews in August, the Director in September, to be more in sync with the other town departments and in time for the budget.

## **2009 Capital Improvements**

- Masonry and window painting – according to the Director’s Report, Jim Donison says that there is money in the Building Maintenance Capital Reserve Fund for these projects and that the library should put this work out to bid for the spring.
- Storm Windows – One estimate for \$2850 has been received and once Dir. Hague has received two more quotes, the Trustees approved getting this done before winter with the money coming out of the operating budget if necessary.
- Air Conditioners – H.R. Clough estimated \$9,453.29 to replace the air conditioning.

## **2010 Town Capital Requests**

The Trustees asked Dir. Hague to file a request for the air conditioning.

## **Holiday Schedule**

In 2010, there are several holidays that fall on Fridays. The Trustees agreed to give a floating holiday to those who qualify for January 1, and to close the Library on December 23.

## **New Business:**

### **Website**

The Trustees gave Dir. Hague approval to accept Danconia Media’s quote of \$1200 to create a website for the Library.

### **Flu Season Contingency**

Dir. Hague asked the Trustees to decide what should happen if more than one trained professional staff member called in sick. There should be at least two: one for each floor. It was determined that if two of the three professionals are sick, the third one should open the Library with subs. and call one of the Trustees (starting with Chairman Kelly) for a decision on whether to stay open or to close. If all three professional staff members are sick, the Library will not open.

### **Budget for 2010**

The budget as prepared by Dir. Hague (Nice job, as always. Thank you!) was discussed and approved for submission to the Board of Selectmen with raises as directed and with the exception of insurance figures.

### **Suggestions for November agenda**

Extra hours  
Warrant article

### **Next Meeting**

November 5, 2009 at 6:30 p.m.

Meeting adjourned at 8:32 p.m.

Terri Wahnowsky  
Secretary